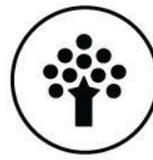


## Health Education Coordinator

### Job Description



# Family Tree Clinic

**Who We Are.** Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach, and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our communities.

### Core Value Statements:

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

**Job Summary:** The Health Education Coordinator (HEC) is a key team member of the Health Education department at Family Tree Clinic. The HEC will work to further our mission, vision, and values by coordinating the administrative details for the Health Education department. The largest component of this role will be managing the scheduling of all presentations for education staff. The role also includes tracking grant progress, assisting with program evaluation, and coordinating training and learning opportunities across the organization by organizing inservices and learning lunches.

### Main Responsibilities:

- Coordinate program administrative details for the Health Education program, such as:
  - o Schedule all incoming presentation requests
  - o Create and maintain systems for managing community partner relationships and collecting demographics and data
  - o Generate reports as needed
- Responsible for coordinating full staff inservices and learning lunches.
  - o survey staff for topic interest areas
  - o find high quality trainers/content experts in our community
  - o handle all details related to bringing speakers in and advertising training opportunities to staff
- Assist programs across the organization with scheduling, organizing and administrative details
- Participate in all Health Ed Department and full staff meetings
- Manage note taking for various meetings
- Assist in evaluation
- Maintain positive relationships with partner organizations, such as community agencies and school districts.

- Uphold professional standards including confidentiality guidelines.

**Qualifications:**

- Paid or unpaid related experience with event coordination, schedule coordination, or administrative support.
- Ability to communicate excellently, both verbally and in writing (phone and email), with a wide variety of people.
- Excellent organization skills, able to handle big picture and small detail aspects of work.
- Skill with a variety of basic computer programs (Google suite, Outlook, Word, Excel, Power Point)
- Creative and solutions oriented approach to processes and systems.
- Collaborative work style.
- Open to constructive feedback and striving for personal growth.
- Dependable with self-directed work habits.
- Customer service skills.
- Demonstrated passion for reproductive justice and basic knowledge of sexual health topics.
- Ability to professionally and strategically exercise clear boundaries when talking about sensitive topics.
- Recognizes ways that race, gender identity, sexual orientation, and other identities (historically and presently) intersect and play out in classrooms and in the workplace. Basic understanding of systems of oppression.

**Work Environment:**

- Typical office setting. Virtual and remote work during the coronavirus pandemic. Most of the work day would be on a computer, at a sitting/standing desk. Beginning in November 2021, the location will be at our new location in Minneapolis.

**Reporting Relationship:**

The HEC reports to the Community Education Manager and works closely with other Health Education staff.

**Schedule**

25 hours per week, with daily availability during M-F work week necessary. Some schedule flexibility is possible, including having some shorter/longer days, or earlier/later shifts.

**Compensation**

Benefits eligible position. Pay \$18.50 hour

Please email cover letter, resume, and 3 professional references to [tbishop@familytreeclinic.org](mailto:tbishop@familytreeclinic.org) (she/her/hers). No calls please.

*Family Tree Clinic is committed to building and maintaining a diverse staff. People of color, LGBTQ+ identified individuals, and those with ASL, Spanish, or other language skills are strongly encouraged to apply.*